

MILPERSMAN 1050-100

LEAVE: CHECK-IN/CHECK-OUT PROCEDURES

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
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Governing Directives	DFAS-DJMS Procedure Training Guide (DFAS PTG)
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1. Policy

a. Commanding officers are authorized to permit members departing on and returning from leave to complete the check-out and check-in procedure by telephone.

b. All members shall be cautioned that they must be in the immediate geographic area of their duty station (as defined by the local command) upon commencement and termination of leave by telephone.

c. Permission to check-out and check-in is authorized as a personal convenience of the member and shall not be used as a means of extending the period of absence chargeable as leave.

2. Processing Leave Authorization Part 1. When such telephone procedures are authorized, each member shall complete the following actions:

a. Pick up Part 1 of the leave authorization prior to commencement of leave.

b. Enter the time and date of commencement and termination of leave in the appropriate space and sign the entry immediately after placing each telephone call.

c. Deliver Part 1 to the personnel officer, or other designated officer, at the commencement of the next regular working day subsequent to termination of leave.

3. **Processing Leave Authorization Part 2.** After the member has commenced leave by telephone,

- a. record the hour and date of departure;
 - b. the member designated to perform such duties, properly sign Part 2; and
 - c. distribute the remaining copies as directed in DFAS-PTG.
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4. **Commanding Officer Responsibility and Authority**

a. The commanding officer, and in the case of activities served by a Personnel Support Activity Detachment (PSD), the customer command commanding officer, is responsible for proper compliance with leave policy and regulations.

b. This procedure will both

(1) release the PSD from the burden of investigating some other than standard leave check-in and check-out times, and

(2) continue the authority of the commanding officer to adjust leave check-in and check-out times so that members working weekend shifts or other than "normal" working hours may begin leave on their liberty days or at the end of their workday.
